



**COMMUNITY DEVELOPMENT DEPARTMENT**  
80 Columbia Avenue ♦ Marysville, WA 98270  
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[www.marysvillewa.gov](http://www.marysvillewa.gov)

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## Right-of-Way Dedication Instructions

The following items are required:

- \_\_\_ a) 'Deed and Dedication for Public Right-of-Way' Form – provided by City of Marysville
- \_\_\_ b) 'Real Estate Excise Tax Affidavit' – provided by Snohomish County Treasurer
- \_\_\_ c) Check for \$10.00 payable to 'Snohomish County Treasurer' (no cash)
- \_\_\_ d) Legal Description of R/W by Professional Land Surveyor, (Exhibit A)
- \_\_\_ e) Drawing of R/W dedication with bearings and distances by PLS, (Exhibit B)
- \_\_\_ f) Deed of Ownership or recent Title Report

-- R/W dedications must be reviewed, approved, and recorded prior to final project approval. Incomplete submittals will result in delays.

-- Recording rules require a 3-inch top margin on the first page of the deed. All other margins must be at least 1-inch. **Please ensure that signatures and notary seals do not run into the margins.** Fax date/fax # and any other information appearing in the margins must be removed. Font must be at least 8-point in size.

-- The names of all grantors, the legal description of the right-of-way, and all tax parcel numbers must appear on the first page of the deed. If the legal description does not fit in the space provided, use an abbreviated legal description on the form (i.e. Portion of Lot, Block and Plat **or** Portion of Quarter, Section, Township, Range) and indicate "See Exhibit A".

-- For frontage right-of-way dedications, use the following language: e.g., "The West 10 feet, as measured perpendicular to and parallel with the West line of the following described parcel:" **Include a drawing** (8 ½" x 11" or 14") stamped and signed by a Professional Land Surveyor.

-- For full street dedications for short plats, prepare a full legal description on a separate sheet labeled "Exhibit A" and include drawing labeled "Exhibit B" with PLS stamp and signature.

-- The document must be signed in the presence of a notary. It is important to use the correct notary paragraph. Only individual property owners may use the 'individual notary' section. For corporations, partnerships, powers of attorney, or the personal representative of an estate, the 'representative or company notary' must be used. **Names must match deeds.** Please provide copy of deed of ownership or recent title report.

-- In addition to the deed, provide a fully completed **excise tax affidavit** form. Complete every block of the excise tax affidavit (see instructions). The grantors name in Block 1 must match the name on the deed. In Block 7, use WAC No. 458-61A-205(4). Please ensure the grantor (owner) signs and dates the first signature line of Block 8. Agents must be authorized in writing.

If you have any questions, please call the Marysville PW/CD Department at 360-363-8100.